



Easton Neighbourhood Plan

STEERING COMMITTEE MEETING

THURSDAY 11th JANUARY 2018 – 2.00pm- The Studio Barn (Venue change due to short notice of Pub winter closure)

1 Welcome

2 Present Sue Piggott – Chair
John Townsend
Jill Temperton
Ian Poole – Places4People

Apologies: Brian Boon
Frances Gander
Carolyn Godfrey-Hollins

3 Declarations of Interest
None

4 The Minutes of the meeting held on 8th December were Agreed and Signed

5 Report on Actions Following last Meeting

- Sue registered with Parish Online and we now have availability of maps and mapping- cost - £60.00
- The Launch Event Mail Shot -Sue arranged for Bettaprint in Woodbridge to print the colour Flyers and collected them - £38.00. The Flyers were then delivered to Fram Tech centre along with an address list for the Parish. The envelopes will be labelled and franked and sent out 8th Jan.
- The Flyer was also forwarded to the Parish Magazine and included for the January 2018 edition. A Flyer was also pinned onto the PC Noticeboard.
- A caterer has been sourced who will provide cakes (Serendipity-Bury St Ed), a variety of tray bakes and cakes for £3 per head, numbers to be confirmed, to be collected Friday 19th Jan.
- Sue has spoken to Fram Tech Centre about the need for analysis of Questionnaires, it is something they cannot offer. Sue will contact Mkt Research companies to find if this service can be offered and the costs.
- Government Grant funding application for expenditure expected and budgeted for up end March 2018 met the deadline of 15th December 2107.
- Sue and Ian met with SCDC Planning Policy on December 8th. The Duty to Support was officially registered.
- The Area is now officially approved and Easton is uploaded onto the SCDC Website under Neighbourhood Plans.
- The Gov. grant process requires a telephone conference meeting, this has been arranged for 18th January, Ian will take part. This is to assess whether Gov. technical support can be given.



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6 Character Assessment- Appoint work

Following the agreement in principal to appoint the work for the Landscape Character Assessment Report due to the limitations of the Steering Group membership, the Chair explained the submitted quote from Places4People as total of £1,200. There are funds to support this area of work and the Chair proposed that this essential area work be appointed to Places4People, this was agreed.

7 Launch Event – Organisation

Ian will provide the boards with display posters, pens, sticky notes etc. Ian will deliver to Sue 9.30am Friday 20th morning.

Everyone agreed that the numbers to give to the caterer for cakes should be for 70. Sue will collect the cakes on Friday 20th. Jill, Sue, John and Lynne aim to cover the day, with other volunteers helping out where they can.

8 Agree Date of Summer Consultation Event

Sue reported that the Village hall is not available for 14th July weekend. The weekend before is the Maverick Festival, but it is available for 21st July and June 30th. Sue will be away for the June date, it was agreed to have the Summer event booked in for 21st July at the Village Hall.

9 Questionnaire Development

Sue is speaking to two Mkt Research Companies to get quotes for data analysis and report presentation. The Questionnaire needs to reach its final state for printing ideally during the week following the Launch event. Fram Tech Centre will mail out to all households, providing the amount of Questionnaires for each adult in each labelled envelope.

10 Items for Next Agenda

- Organising collection of Questionnaires
- Character Assessment – date to organise team to gather photographic evidence etc.

11 Date of Next Meeting – To be confirmed

Meeting closed 3.40pm

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Chair

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Date